

DATE: October 1, 2023

MEMO TO: EXECUTIVE COMMITTEE OF THE AMERICAN LEGION, DEPARTMENT OF TEXAS

By virtue of the authority vested in me, by the Constitution and By-Laws of The American Legion, Department of Texas, I, Donald "Gene" Toohey, State Commander, hereby call the Department Executive Committee to convene in Ballrooms D, E, F, of the Austin Southpark Hotel, Austin, Texas, Sunday, January 21, 2024, at 9:00 AM.

You are authorized mileage at \$0.14 per mile, round trip from Austin and two (2) days per diem at \$110.00 per day is allowed. You are required to stay in the department's contracted hotel to receive your per diem reimbursement. Those living in the Austin area will not receive expenses.

The purpose of this meeting will be to hear reports of certain Commission and Committee Chairmen and to transact such other business as is necessary for the operation of The Department of Texas.


Each member of the Committee should be present. If a committee member is unable to attend, they must notify Department Headquarters and advise their Vice Commander to attend so that their District is represented.

All other Legion Officials, present and past, or any other member of The American Legion interested in matters to come before the Committee, are invited to attend this meeting, only members of the Department Executive Committee and those commission, committee, board chairman or others specifically ordered to attend will be allowed expenses.


Housing will be at the Austin Southpark Hotel, **December 17, 2023 is the cut-off date on the housing block;** we urge you to make your reservations NOW as there is the possibility the room block will sell out before the cutoff date. After that date, availability of reservations cannot be guaranteed. Please make any changes in your arrival time or room type desired directly with the hotel. Please use the reservation link located on the Department Website, Midwinter Conference page.

Please fill out and submit the attached Meeting Attendance Response Form and return to the Department Adjutant by **January 3, 2024,** or use the online form link below, so your reimbursement check can be prepared prior to the meetings.

BY ORDER OF THE STATE COMMANDER


Donald "Gene" Toohey
State Commander

ATTEST:


William R. West
State Adjutant